

You have received a notice or subpoena from the State's Attorney's Office to testify on behalf of the State of Illinois in a criminal proceeding. The following information may be helpful to you as a potential witness.

WITNESS TIPS

- ☒ Tell the truth.
- ☒ Wear clean clothes and have a neat appearance.
- ☒ Stop instantly when the judge interrupts you or an attorney makes an objection.
- ☒ Be serious. Avoid laughing or talking in the courtroom.
- ☒ Do not argue with the judge or attorneys.
- ☒ Avoid distracting habits such as gum chewing.
- ☒ Before testifying, try to recall the information accurately in your mind.
- ☒ Speak loudly so that you can be heard. Do not nod "yes" or "no."
- ☒ Listen to the questions asked of you, and do not volunteer additional information or opinion.
- ☒ If you do not understand a question, ask for clarification. Do not guess at what you are being asked.
- ☒ Keep your head up and your voice audible.
- ☒ Do not fidget or sway in the chair.

CROSS EXAMINATION

1. Answer yes or no whenever possible; do not volunteer information or speak during silences.
2. Be polite and courteous.
3. Ask the question to be repeated if stated unclearly. (Do not guess.)
4. If the attorney repeats your answer, make sure it is stated correctly.
5. If your answer was incorrect or unclear, correct it immediately. If you remember later in your testimony ask, "May I correct something I stated earlier?"
6. When asked if you have discussed the case with anyone, simply state who you spoke with (State's Attorney, Victim/Witness Service).

If you have specific questions about your testimony or would like to review your statement, feel free to contact the Assistant State's Attorney assigned to the case. Please call the Victim/Witness Service to obtain the name of the attorney and a telephone number to reach him or her.

**If you are threatened or intimidated, report it to the Police Department immediately and to the State's Attorney's Office as soon as possible. It is a serious crime for a defendant to threaten a victim/witness, and steps will be taken to protect you.*

Plea – If the defendant pleads guilty, you will not need to testify at trial. Unfortunately, the State's Attorney's Office may not know the defendant is planning to plead guilty until the court date.

Continuances – The State's Attorney's Office may not learn of the continuance until the last minute; however, you will be given as much advance notice as possible. If your case is continued, you will be notified when a new court date is set.

If you are contacted by a defense attorney or an investigator, it is your choice whether or not to speak to them. If you are unsure what to do, feel free to contact the Victim/Witness Service.

If you receive a subpoena from the defense attorney, you will need to contact that office for instructions.

REMEMBER TO CALL THE VICTIM/WITNESS SERVICE ON THE COURT DATE AT THE TIME YOU WERE INSTRUCTED. It is very important to call before coming to court to check on the status of your case. This telephone call **MAY PREVENT UNNECESSARY TRIPS TO COURT.** Please refer to the case number located in the upper right-hand corner of your subpoena.

(# CF #) = call 309-888-5415
(# CM #) = call 309-888-5416
(# DT #) = call 309-888-5426
(# JD #) = call 309-888-5416

DEFINITIONS

- *Felony* – a serious offense for which imprisonment for one year or more is possible.
- *Misdemeanor* – a lesser offense for which a jail sentence up to one year is possible.
- *Defendant* – the person against whom the charges are filed.
- *Continuances* – postponement of the court hearing.
- *Plea agreement* – negotiations between the defense attorney and the prosecution in which a possible agreement is discussed regarding the sentencing of the defendant.
- *Subpoena* – a legally binding order requiring you to appear at the time and date stated. Failure to comply may result in contempt of court charges.
- *Perjury* – deliberate false testimony.

Notify the Victim/Witness Service of any changes in your address or telephone number. Contact the Victim/Witness Service if any conflicts or emergency situations arise which might affect your availability to testify. Only the State's Attorney assigned to the case can release a witness from a subpoena.

DIRECTORY

Victim/Witness Service	
Felony.....	888-5415
Misdemeanor.....	888-5416
DUI/Felony Traffic.....	888-5426
Juvenile	888-5416
State's Attorney's Office	888-5400
Circuit Clerk's Office	
Accounting.....	888-5325
Criminal Division.....	888-5320
Bloomington Police Department	434-2594
Normal Police Department	454-9535
McLean County Sheriff's Dept.....	888-5019
ISU Police Department	438-8631
Illinois State Police (District 6)	815-844-1500
PATH Crisis Center	827-4005

***In addition, we have enclosed a directory of services available to you within the McLean County area.*

**THE VICTIM/WITNESS SERVICE WOULD
LIKE TO THANK YOU FOR YOUR TIME AND
COOPERATION ON THIS CASE.**

WITNESS INFORMATION GUIDE



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